

Planning Commission Reporting Form for Municipal Plan Amendments

This report is in accordance with 24 V.S.A. §4384(c) which states:

*“When considering an amendment to a plan, the planning commission shall prepare a written report on the proposal. **The report shall address the extent to which the plan, as amended, is consistent with the goals established in §4302 of this title.**”*

The proposed amendment, considered to be a minor one, is to clarify ownership of the maps that were originally produced for the plan, which was adopted by the City on March 2, 2015 and approved by the full board of the Northeastern Vermont Development Association on May 21, 2015, in accordance with 24 VSA §4350(b)(1), after NVDA’s duly noticed public hearing held in Newport City on May 14, 2015.

The amendment clarifies that maps meeting the requirements of 24 V.S.A. 4382 are considered part of the plan. Although the NVDA staff and board approved the plan because they found the plan to contain all of the elements required of a duly adopted plan in accordance with statute, the original maps were available in paper copy only, creating some confusion. The proposed revision references wall-sized maps, as well as 11x17 versions of the same maps that can be viewed online. Maps are clearly labelled to correspond with their respective descriptions in the text of the plan.

The amendment contains no proposed changes to the goals of the original plan, which was found in the regional approval process to be consistent with the statewide planning goals of 24 VSA 4302.

If the proposal would alter the designation of any land area, the report should cover the following points:

The proposed amendment does not alter any designation of land area, so questions 1 through 5 are not relevant.

1. *The probable impact on the surrounding area, including the effect of any resulting increase in traffic, and the probable impact on the overall pattern of land use.*
2. *The long-term cost or benefit to the municipality, based upon consideration of the probable impact on:*
 - (A) *the municipal tax base; and*
 - (B) *the need for public facilities;*
3. *The amount of vacant land which is:*
 - (A) *already subject to the proposed new designation; and*
 - (B) *actually available for that purpose, and the need for additional land for that purpose.*

4. *The suitability of the area in question for the proposed purpose, after consideration of:
(A) appropriate alternative locations;
(B) alternative uses for the area under consideration; and
(C) the probable impact of the proposed change on other areas similarly designated*

5. *The appropriateness of the size and boundaries of the area proposed for change, with respect to the area required for the proposed use, land capability and existing development in the area.”*

Please Note:

- ❖ The planning commission must hold at least one public hearing within the municipality after public notice on any proposed plan or amendment.

- ❖ At least **30** days prior to the first hearing, a copy of the proposed plan or amendment and the written report must be delivered with proof of the receipt, or mailed by certified mail, return receipt requested, to each of the following:
 1. the chairperson of the planning commission of each abutting municipality, or in the absence of any planning commission in an abutting municipality, to the clerk of that municipality;
 2. the executive director of the regional planning commission of the area in which the municipality is located;
 3. the Department of Economics, Housing and Community Development within the Agency of Commerce and Community Development; and
 4. business, conservation, low income advocacy and other community or interest groups or organizations that have requested notice in writing prior to the date the hearing is warned.

- ❖ The planning commission may make revisions to the proposed plan or amendment and to any written report, and must thereafter submit the proposed plan or amendment and any written report to the legislative body of the municipality.

- ❖ If the legislative body changes any part of the proposed plan, the planning commission must submit to the legislative body, at or prior to the public hearing, a report that analyzes the extent to which the changed proposal, when taken together with the rest of the plan, is consistent with the legislative goals established in 24 V.S.A. §4302.

- ❖ Simultaneously with the submission, the planning commission must file with the clerk of the municipality a copy of the proposed plan or amendment, and any written report, for public review.